



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201


Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Frank W. Kirkland, Executive Director

MEMORANDUM

TO: Executive Directors, DDA-Licensed Providers

FROM: Frank W. Kirkland, Executive Director 

DATE: October 18, 2012

RE: **FY2012 DDA/CSRRC Annual Wage and Benefits Survey**

The Developmental Disabilities Administration (DDA) and the Community Services Reimbursement Rate Commission (CSRRC) continue to gather the annual wage and benefits survey. To accomplish this, we are using a modified Excel file updated for 2012. Please note the attestation is not required for the submission of the annual wage and benefit survey; however both DDA and CSRRC expect to see a direct correlation between the survey and the annual cost report from your agency.

Please note there are changes to the 2012 Wage Survey (Excel Chart and Instructions (MS Word) as compared to the FY11 Annual Wage and Benefits Survey. This survey is designed to collect employee data including wages, number of employees; fringe benefits; etc. In order to assist providers, ensure consistency, and address questions, the DDA and CSRRC will be holding two moderated conference calls. More information including the dates and times of the calls will be released during the week of October 29th, 2012 and will be communicated via a DDA website announcement.

Please remember that your agency must submit the 2012 Annual Wage and Benefits Survey no later than December 1, 2012. All community-based service providers funded by the DDA are required to properly and fully complete and return the survey in accordance with Health-General Article, §7-306.1(1), of the Annotated Code of Maryland. State law authorizes financial sanctions to be imposed on providers that do not submit this data timely.

Surveys must be returned in electronic form. The survey is available for download as an Excel file from the DDA website at www.ddamaryland.org. From the DDA home page, click on the "Providers" tab then click on the "Cost Reports and Wage Surveys" link, and save the file to your computer. Once you have entered the data into the spreadsheet, please save a copy for your records

and send the completed file as an attachment via e-mail to chanda.miller@maryland.gov. The DDA will confirm in writing via e-mail and within five (5) business days of our receipt of this survey.

If you have any questions, please do not hesitate to call Gerald R. Skaw, DDA CFO, at 410-767-5633. Thank you for your prompt attention to this matter.

cc: Gerald R. Skaw
Jillian Aldebron, CSRRC
Laura Howell, MACS
DDA Regional Directors
DDA Regional Fiscal Directors
Chanda Miller